Instructions for Completing Form 486 for Basic Telephone Services

*The Form 486 is the Schools and Libraries Universal Service Description of Services Requested and Certification Form. A library completes the form to notify USAC they are receiving services and can begin invoicing USAC. **USAC cannot process a payment related to a FRN unless a properly completed Form 486 has been submitted.***

When to File
A Form 486 must be postmarked no later than 120 days after the date of the Funding Commitment Decision Letter (FCDL), whichever is later. A Form 486 cannot be filed before the receipt of the FCDL.

How to File
WVLC suggests libraries file online at http://www.usac.org/sl/tools/forms/default.aspx

Reminder: Most of the E-Rate forms submitted by libraries or library systems apply to basic (Plain Old Telephone Service – POTS) and long distance service. The West Virginia Library Commission will continue to submit the E-Rate forms associated with Internet access (56K/T1 frame relay lines).

Applicant's Form Identifier
Assign the form a number or name that suits the library's record-keeping needs.

Form 486 Application Number
USAC will assign and insert the Application Number. Leave this item blank.

Block 1 – Billed Entity Information
All of the information requested in Block 1 is informational.

Item 1:   Fill in the name of the Library/Library System/Service Center that is filing the Form 486

Item 2:   Provide your Entity Number – the six-digit number assigned to the library by USAC as a means of identification.

Item 3:   Enter the current Funding Year

Item 4:   Fill in the contact information of the Library/Library System/Service Center/Regional from Item 1.

Item 5:   Provide the name and information of the person best qualified to answer any questions regarding the form.

Block 2 – Early Filing Information and CIPA Waiver Requests

Item 6a: If you have received your FCDL and are filing before July 31, select this item.

Item 6b and 6c: **DO NOT** check 6b or 6c

Block 3 – Service Information

In Block 3 you will be listing the various services that have been approved for discount. Each "row" of information (Items 7a-7e) is specific to a single Funding Request Number (FRN).

Items 7a-7d: The FRN information requested by these items is listed on the FCDL. Each block of information on the last page(s) of the FCDL refers to a specific FRN.

Item 7e: If you checked Block 2, Item 6a then each service listed below must have a July 1 start date.

Block 4 – Certification and Signature

Item 8:   Since the application is for basic telephone and long distant service, enter "None"

Item 9-10:   Check these items.

Item 11a-c: Check Item **11c**. Leave item **11a** blank.

The signer should read all statements, items 8-11, before certifying online via PIN or signing in Blue Ink Item 12, if certifying on paper.

Item 13-16d: Enter the date signed, name, title or position, address, phone, fax and e-mail of the authorized person signing the Form 486 in the appropriate boxes.

For more detailed instructions, or if you a filing for more than basic telephone and long distance service, download the FCC Form Instructions at:
http://www.usac.org/_res/documents/sl/pdf/forms/486i.pdf

For assistance with completing the Form 486 or any of the FCC E-Rate Forms contact:

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To receive updates and reminders regarding the E-Rate Program, join the WVLC E-Rate Listserv at
http://listserv.wvlc.lib.wv.us/mailman/listinfo/erate.

http://www.librarycommission.wv.gov/services/libraries/erate/Pages/default.aspx